



FLETCHER TECHNICAL COMMUNITY COLLEGE

Workforce Adjunct Instructor

- Attend and provide meaningful instruction for all module sessions. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Develop, distribute, and post to Canvas or other Online course management system as approved by project manager the course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the module, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (photocopies/print-outs) with the project manager at the end of each module.
- Adhere to all time lines established, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquiries and other communications about students in a timely manner.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Keep minimum office hours.

Qualifications: A Bachelor's degree in related discipline (Master's preferred) from a regionally accredited college or university. Teaching experience at the college level or high school level preferred. Candidates must have good instructional techniques; computer knowledge; student-centered attitude; and must be well organized. Must have excellent verbal and written communications skills in English; other languages is a plus. Minimum of 5 years Oil and Gas Experience, preferably in Deepwater production.

Travel: International travel may be required

Reports To: Workforce Solutions Project Manager

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment Opportunities.